



**NORTH AYRSHIRE
COUNCIL**

Explanatory Leaflet for - Council Tax Single Person Discount

The Council Tax and Water Service charges on a property may be reduced by 25% where only one person over 18 is resident.

To apply for a single person discount, the person liable to pay the council tax should complete the application, sign the declaration and return it to the address shown at the bottom of the page. The application should provide details of changes in the number of residents in the property, when the changes took place and the new address of any former residents.

If you qualify for a single person discount we will send you a replacement council tax bill showing the reduced sum due. If the claim is unsuccessful or we require further information we will telephone or write to you.

If you have any questions regarding your application, please telephone 0845 603 0592 for assistance or use the Contact Us facility on the Council's web site.

Review of the Discount

The discount will continue for the specified period providing the qualifying criteria are being met. However, North Ayrshire Council will conduct a review of the circumstances by contacting you by telephone, email or letter. If at any time you believe the reduction no longer applies then you must contact the Council immediately

Do you need Help with this Form?

If you have any questions regarding this application please telephone 0845 603 0592 from 08.30am to 05.30pm Monday to Friday. You can also visit the public enquiry desk on the ground floor, Cunninghame House, Irvine from 09.00am to 04.45pm Monday and Tuesday, 10.15am to 04.45pm on Wednesday, 09.00am to 04.45pm on Thursday and 09.00am to 04.30pm on a Friday or use the Contact Us facility on the Council's web site.

What do you think?

We value the opinions of our customers. This form has been designed to be in plain, jargon free language however, if you find any of the sections difficult to understand or complete please let us know by completing the suggestion box at the end of the form.

If you need help or have any questions regarding your application, please telephone 0845 603 0592 for assistance or use the Contact Us facility on the Council's web site.

> Please supply the following telephone numbers in case we need to contact you regarding this application.

Daytime Telephone No.	
Evening Telephone No	

> Section 1: To be completed by the person liable for Council Tax

Council Tax Reference No.	
Name of Applicant	
Address of Property	
Address for Correspondence (if different from above)	

> To be completed if there has been a change in the number of people living in your home and you are now living on your own

Number of current residents 18 years of age or over?	
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> **If you have always lived on your own please ignore the following section.**

Please complete the following for each previous resident		
Their Full Name	Their New Address	When did they leave the property? (date)

Declaration	
<p>I declare that the information I have given in this form is correct and complete and I agree to notify you immediately of any changes that might affect my council tax.</p> <p>I understand that if I give information that is incorrect or incomplete you may take action against me that may result in a penalty of £50 or £200. You may check the information with other sources as allowed by the law.</p> <p>I understand that any information I have provided will be used in the administration of my council tax account. You may give information to other parties if the law allows this.</p>	
Signature of liable person	
Date	

What do you think?

<p>Was the form easy to complete?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you answered No please give details:</p>
<p>Was the form easy to understand?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you answered No please give details:</p>
<p>Was there any information not included on the form which you would like to see included?</p>	
<p>Do you have any suggestions on how the form could be improved?</p>	